

**INFORMATION CLAUSE FOR BIDDERS
IN CONNECTION WITH THE PROCESSING OF PERSONAL DATA**

1. This information for Bidders has been issued in accordance with the General Data Protection Regulation (*Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC in force from 25 May 2018 – hereinafter referred to as: GDPR*) and concerns personal data obtained by Polanex sp. z o.o. with its registered office in Gniezno at 40 Słoneczna Street, 62-200 Gniezno, entered into the register of entrepreneurs of the National Court Register kept by the District Court in Poznań — Nowe Miasto and Wilda, IX Commercial Division of the National Court Register under KRS number: 0000138397, NIP number: 7840010501 and REGON: 630144079, with the share capital of PLN 21,733,150.00 paid in full (in the conducted proceedings on the basis of sale of fixed assets owned by Polanex sp. z o.o. as the administrator of this personal data.

This document contains information about all forms of personal data processing in relation to:

- 1) natural persons participating in the Proceedings,
 - 2) employees, associates, attorneys, representatives or representatives of entities other than natural persons participating in the Proceedings,
 - 3) other persons whose data is processed by Polanex sp. z o.o. for the purpose of verifying the bids submitted in the Procedure (jointly "Bidders", "Contractors").
2. Personal data will not be transferred to third countries outside the European Economic Area.
3. Providing the personal data specified below in section 4 is voluntary, however, necessary to conduct Negotiations and other activities leading to the conclusion of a contract between the Bidder/Contractor and the Company (the consequence of failure to provide data is the prevention of participation in the Procedure).
4. In connection with the Proceedings, Polanex sp. z o.o. may process the provided personal data, such as:
- 1) name and surname, business name, business address, correspondence address,
 - 2) contact information, such as e-mail address, telephone or fax number,
 - 3) registration numbers (PESEL, NIP or REGON),
 - 4) the position held within the organisation or the function performed,
 - 5) other data contained in the Tenderer's statements presented in a given procedure, including in particular specific identification numbers that are not commonly assigned numbers (e.g. bank account number, professional title, business or professional identifier).
5. Polanex sp. z o.o. may also obtain personal data:

www.polanex.com.pl

Email: sekretariat@polanex.com.pl

phone: +48 61 426 57 91

POLANEX sp. z o.o.

Słoneczna 40, 62-200 Gniezno

Branch 6/8 Szparagowa Street, 91-211

Łódź

NIP: 784-00-10-501

VAT EU: PL 7840010501

REGON: 630144079

The company is registered in SR Poznań-Nowe Miasto and Wilda in Poznań, IX Commercial Division of the National Court Register No. 0000138397, Share capital:

PLN 21.733.150



- 1) from the employing entities or which are represented by the persons concerned in terms of information necessary to conduct the Negotiations and contact the Bidder, e.g. about the change of contact details, termination of employment or cooperation,
 - 2) from publicly available sources (in particular the registers of entrepreneurs CEIDG, KRS in order to verify the information provided) and process them to the extent limited to the data publicly available in the relevant registers.
6. The data is processed only if:
- 1) processing is necessary to take actions prior to the conclusion of the contract (Article 6(1)(b) of the GDPR) - in the scope of personal data of the Bidders with whom Polanex sp. z o.o. may conclude a contract;
 - 2) processing is necessary for the fulfilment of contractual obligations in a situation where the Bidder/Contractor is or will be a party to the contract concluded with the Company (Article 6(1)(b) of the GDPR);
 - 3) processing is necessary in order to comply with legal obligations or it is directly required by law (Article 6(1)(c) of the GDPR) – in the scope of personal data contained in documents subject to archiving under the law;
 - 4) processing is necessary for the purposes of the legitimate interests of Polanex sp. z o.o. or a third party and does not excessively affect the interests of the Bidder/Contractor or fundamental rights and freedoms (Article 6(1)(f) of the GDPR), with a balance between the legitimate interest of Polanex sp. z o.o. and privacy. The following are considered legitimate interests:
 - a) enabling Polanex sp. z o.o. to contact the Bidders,
 - b) verification of submitted bids,
 - c) verification of Bidders in public registers,
 - d) prevention of fraud and criminal activity,
 - e) conducting internal and external audit processes,
 - f) determining or pursuing civil law claims by the Company as part of its business, as well as defending against such claims.
7. Polanex sp. z o.o. may transfer personal data only to the extent that it is necessary for the Company to conduct its business and will not exceed the scope indicated in paragraph 6:
- 1) entities processing personal data on behalf of Polanex sp. z o.o., e.g.:
 - a) entities providing document archiving services,
 - b) entities providing Polanex sp. z o.o. with hosting and service of e-mail and other electronic means of communication, as well as IT systems;
 - 2) other personal data administrators, such as:
 - a) courier or postal service providers,
 - b) entities conducting advisory activities, entities conducting audit activities and law firms,
 - 3) other persons within the organisation of the Tenderer;
 - 4) other Bidders to the extent necessary to conduct the Procedure for the sale of fixed assets.
8. Personal data is processed for the purposes set out in paragraph 6 above and to the extent necessary to achieve them for as long as it is necessary, in particular:
- 1) in order to handle the Negotiations – for the duration of the Proceedings,
 - 2) by storing documentation for the purpose of demonstrating compliance with obligations under the law, including the Accounting Act and the Tax Ordinance Act – for the period specified in the relevant provisions of law, as a rule of 5 years,
 - 3) for the purposes of establishing or pursuing civil law claims by the Company as part of its business activity and defending against such claims – as a rule, no longer than for 6 years from the event resulting in the claim or obtaining information about the damage and the person obliged to repair it.

9. Everyone has the right to:

- 1) access to their personal data processed by the Company. If you find that any information is incorrect or incomplete, you can request that it be corrected.
- 2) withdraw consent at any time (provided that this withdrawal does not affect the lawfulness of data processing carried out before the withdrawal),
- 3) request the deletion of personal data - in the cases specified in the provisions of the GDPR,
- 4) request rectification or restriction of personal data processing – in the cases specified in the provisions of the GDPR,
- 5) object - for reasons related to a special situation - to the processing of personal data, if such processing is carried out for the purpose of the public interest or the legitimate interests of Polanex sp. z o.o. or a third party,
- 6) transfer data, i.e. receive personal data provided to Polanex sp. z o.o. in a structured, commonly used and machine-readable format and to request the transfer of such personal data to another personal data administrator, without hindrance from Polanex sp. z o.o. and subject to its own confidentiality obligations,
- 7) lodge a complaint with the competent authority for the protection of personal data - the President of the Office for Personal Data Protection.

Requests, demands or objections will be verified by the Company in accordance with the applicable regulations. It is stipulated that in response to the request, Polanex sp. z o.o. may ask for verification of identity or providing information that will enable learning about the relevant circumstances of the case.

10. Polanex sp. z o.o. stipulates that in order to ensure the validity and accuracy of personal data, it may periodically ask the Bidder/Contractor to check and confirm the personal data it already has or to inform about any changes regarding this personal data (such as e.g. change of e-mail address). There will be no automated decision-making or profiling in connection with the processing of personal data.
11. If required by law, information regarding possible changes in the processing of personal data described in this document will be provided through an adequate form of communication usually used by the Company in contacts with Bidders.
12. The Data Protection Officer can be contacted at the following e-mail address: rodo@polanex.com.pl.

Bidder's statement

I hereby declare that I have read the "Information clause for Bidders in connection with the processing of personal data".

.....
(name and surname)

.....
(city)

.....
(date)